



## FOOD DEALER LICENSE REQUEST TO ADD PROCESSING

OFFICE OF THE CITY CLERK, LICENSE DIVISION  
CITY HALL, 200 E. WELLS ST, ROOM 105, MILWAUKEE, WI 53202 •  
(414) 286-2238 • [license@milwaukee.gov](mailto:license@milwaukee.gov) • [www.milwaukee.gov/license](http://www.milwaukee.gov/license)

| LICENSEE'S INFORMATION  |  |   |  |
|---|--|---|--|
| Legal Entity Name: _____  |  |   |  |
| Business/Trade Name: _____  |  |   |  |
| Premise Address: _____  |  |   |  |
| TYPES OF FOOD BEING PROCESSED   |  |   |  |
| What foods will be processed? _____   |  |   |  |
| <i>Processing is defined as assembling, grinding, cutting, mixing, baking, coating, stuffing, packing, bottling, grilling, canning, extracting, fermenting, distilling, pickling, freezing, drying, smoking, or packaging.</i>  |  |   |  |
| SITE EVALUATION   |  |   |  |
| Has this location been licensed to process food within the past 5 years? <input type="checkbox"/> Yes <input type="checkbox"/> No **<br>If no, a site evaluation is required. \$212 Fee   |  |   |  |
| GROSS FOOD SALES PER YEAR   |  |   |  |
| <input type="checkbox"/> Same as what is currently on record \$ _____   |  |   |  |
| <input type="checkbox"/> \$0 – 20,000<br><br><input type="checkbox"/> Retail- Processing \$329<br><input type="checkbox"/> Restaurant- Processing \$472   | <input type="checkbox"/> \$20,000 – 200,000<br><br><input type="checkbox"/> Retail- Processing \$553<br><input type="checkbox"/> Restaurant – Processing \$731                         | <input type="checkbox"/> \$200,001 to 2,000,000<br><br><input type="checkbox"/> Retail- Processing \$1238<br><input type="checkbox"/> Restaurant -Processing \$1119                       | <input type="checkbox"/> \$2,000,001 +<br><br><input type="checkbox"/> Retail- Processing \$1969<br><input type="checkbox"/> Restaurant -Processing \$1672 |
| If you wish to change your gross food sales per year to a lower dollar range than what is currently on record, you must provide written documentation to support this change.   |  |   |  |
| HAZARDOUS FOODS –RETAIL ONLY (Does not apply to Restaurants or Manufacturers)   |  |   |  |
| Will you be handling potentially hazardous foods? <input type="checkbox"/> Yes <input type="checkbox"/> No<br><i>Potentially hazardous foods are defined as food that is natural or synthetic and that requires temperature control. It includes animal food that is raw or heat-treated and food of plant origin that is heat-treated or consists of raw seed sprouts, cut melons or garlic-in-oil mixtures that are not modified to not support growth of infectious or toxigenic microorganisms. If you sell even one of these items (which includes milk and eggs) check the "yes" box.</i> |  |   |  |
| <input type="checkbox"/> Sales less than \$25,000<br><br><input type="checkbox"/> Processing any foods \$6  | <input type="checkbox"/> Sales \$25,000-\$1,000,000<br><br><input type="checkbox"/> Processing hazardous foods \$26.50<br><input type="checkbox"/> Processing non-hazardous foods \$19 | <input type="checkbox"/> Sales higher than \$1,000,000<br><br><input type="checkbox"/> Processing hazardous foods \$68.50<br><input type="checkbox"/> Processing non-hazardous foods \$19 |  |

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Office Use Only:

Initials \_\_\_\_\_ Filed \_\_\_\_\_ App# \_\_\_\_\_ ☐ Queued to CC ☐ Queued to Health

☐ \*\* Confirmed in CHILI

☐ CC Approved ☐ Health Approved ☐ New License Issued – Date \_\_\_\_\_ License # \_\_\_\_\_

**RETAIL ESTABLISHMENTS ONLY: PROCESSING OPERATIONAL CODES**  
**(PLEASE CHECK ALL THAT APPLY)**

|                          |    |                      |   |
|--------------------------|----|----------------------|---|
| <input type="checkbox"/> | BK | Bakery               | Manufacturing of donuts, cakes, breads, cookies and rolls         |
| <input type="checkbox"/> | BO | Bottling             | Bottling water or juice for retail sale                           |
| <input type="checkbox"/> | BV | Hot/Cold Beverages   | Making coffee or dispensing soda                                  |
| <input type="checkbox"/> | CK | Cooking              | Any cooking activity for retail sale                              |
| <input type="checkbox"/> | CT | Catering             | Any type of catering activity                                     |
| <input type="checkbox"/> | CY | Confectionery        | Making candy or confectionery items                               |
| <input type="checkbox"/> | DL | Delicatessen         | Manufacturing of deli items for retail sale                       |
| <input type="checkbox"/> | FR | Freezing             | Food preservation in relation to date marking                     |
| <input type="checkbox"/> | GR | Grinding             | Coffee beans, hamburger   |
| <input type="checkbox"/> | IC | Ice Cream/Soft Serve | Soft serve or ice cream dispensing                                |
| <input type="checkbox"/> | IM | Ice Making           | Manufacturing ice for retail sale                                 |
| <input type="checkbox"/> | MC | Meat Cutting         | Retail meat cutting operation                                     |
| <input type="checkbox"/> | MD | Meat Distributor     | Wholesale distribution of inspected meat products                 |
| <input type="checkbox"/> | MX | Mixing               | Mixing two or more food ingredients                               |
| <input type="checkbox"/> | PC | Popping Corn         | Process of popping corn for retail sale                           |
| <input type="checkbox"/> | PK | Packaging            | Packaging food for further sale                                   |
| <input type="checkbox"/> | PP | Produce Processing   | Washing and cutting of produce                                    |
| <input type="checkbox"/> | RT | Restaurant           | Any restaurant type activity (i.e. hot dog roller, chicken, etc.) |
| <input type="checkbox"/> | SD | Seafood Department   | Fresh seafood for retail sale                                     |
| <input type="checkbox"/> | SE | Shell Egg Packaging  | Packaging shell eggs for retail sale                              |
| <input type="checkbox"/> | SM | Smoking/Curing       | Smoking sausage or cheese – curing of hams                        |
| <input type="checkbox"/> | SV | Salvage              | Conducting salvage activities on distressed food – retail only    |
| <input type="checkbox"/> | TR | Traveling            | Knock-down stand of mobile type retail operation                  |
| <input type="checkbox"/> | VP | Vacuum Packaging     | Vacuum packaging food at retail                                   |
| <input type="checkbox"/> | VV | Variance             | Any variance required by the Wisconsin Food Code                  |
| <input type="checkbox"/> | WG | Wild Game            | Processing wild game (venison, fish, etc.) at retail              |

**SIGNATURE OF LICENSEE**

Signature of Individual, Partner, Agent or 20% or More Shareholder \_\_\_\_\_

**Do not submit payment until you receive an invoice.**

You will be invoiced for the difference in fees based on the type of license you currently hold versus the type of license you are applying for at this time.

If you would like the invoice emailed, provide an email address: \_\_\_\_\_

Please print clearly